

TOWN OF DAVIE

TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Mark Kutney / Development Services Director 797-1101
Prepared by Bruce Dell and Marjan Mazza

SUBJECT: Resolution

AFFECTED DISTRICT: All

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING VARIOUS FIRMS TO PERFORM WILDLIFE BIOLOGIST SERVICES AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AGREEMENTS FOR SUCH SERVICES.

REPORT IN BRIEF: F.S.S. 287.055 defines “continuing services” as a study activity where the professional fee is less than \$50,000 or any construction project where the cost of construction is less than \$1,000,000. The Town anticipates many projects that will fall into this range over the next several years. A competitive solicitation was conducted for wildlife biologist services. RFP documents were sent to twenty-five (25) prospective proposers. Additionally, the bid was advertised state-wide in Florida Bid Reporting and nationally in BidNet and also posted on the Town’s web site. The Town received three (3) proposals. The selection committee reviewed proposals and based their decisions on the work history of the firms with the Town. The selection committee feels that an award to the three (3) firms will allow maximum flexibility and availability of resources to accomplish the project in the most expeditious and economical fashion. The initial contract is a two (2) year term with an option to extend the contract for an additional two (2) year term by mutual agreement of the parties and approval by the Town Council.

PREVIOUS ACTIONS: Not applicable.

CONCURRENCES: The selections were made by a selection committee consisting of Bill Underwood, Russell Muniz, Bruce Bernard, Herb Hyman, Mark Kutney and Marcie Nolan.

FISCAL IMPACT:

Has request been budgeted? Yes, covered by cost recovery program.

If yes, expected cost: dependent on number of projects authorized and budget availability

Account Name: contractual services, cost recovery account

Additional Comments: Not applicable

RECOMMENDATION(S): Motion to approve the resolution.

Attachment(s):

Resolution, Procurement Authorization and Bid opening report

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING VARIOUS FIRMS TO PERFORM CONTINUING SERVICES AS WILDLIFE BIOLOGIST AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AGREEMENTS FOR SUCH SERVICES.

WHEREAS, the Town has various projects for Wildlife Biologist services that will fall within the limits of the "continuing services" category as defined by F.S.S. 287.055; and

WHEREAS, the Town solicited sealed proposals for such services; and

WHEREAS, the selection committee has selected all three (3) firms as the firms best qualified to provide the required services; and

WHEREAS, it is in the Town's best interest to execute contracts for such services.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1 The Town Council of the Town of Davie does hereby accept the selection of the firms identified in Procurement Authorization as the firms best qualified to provide the required services and authorizes the Town Administrator or his designee to negotiate agreements for such services and present those contracts for approval at a future meeting date.

SECTION 2 The initial contract is two (2) years with an option to extend the contract for an additional two (2) year term by mutual agreement of the parties and approval by the Town Council.

SECTION 3 This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2006

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2006

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER	BUDGET ITEM & DESCRIPTION	APPROXIMATE COST
001-0403-515-0306	Wildlife Biologist Service	\$15,000.00

Contractual Services

METHOD OF PROCUREMENT (check the one that applies)

☐ Open Competitive Bidding
☐ Piggyback on Contract Number _____
☐ Sole Source
☒ Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed *Mal A. Kelly*
Department Head

Have Funds been Reserved Acct. 34250

Date 3/6/06 Signed *MA*

Signed *[Signature]*
Town Administrator

<u>BIDS SUBMITTED</u>	<u>COST</u>
VENDOR	
<u>GABY & GABY, INC.</u> <u>KEITH AND SCHWARTZ, P.A.</u> <u>T.Y. LIN INTERNATIONAL / H.T. ROSS</u>	<u>TOWN WANTS TO NEGOTIATE</u> <u>A CONTRACT WITH EACH</u> <u>OF THESE THREE FIRMS.</u> <u>THE DEVELOPMENT SERVICES</u> <u>DIRECTOR WILL RECOMMEND</u> <u>THE APPROPRIATE FIRM TO THE</u> <u>COUNCIL AS EACH WORK ASSIGNMENT</u> <u>COMES UP.</u>

Signed *Andrzej Kozminski*
Procurement Manager

<u>BID SPECIFICATION COMMITTEE'S RECOMMENDATION</u>	
Vendor	Cost
<u>GABY & GABY, INC.</u> <u>KEITH AND SCHWARTZ, P.A.</u> <u>T.Y. LIN INTERNATIONAL / H.T. ROSS</u>	<u>TO B.S.</u> <u>NEGOTIATED</u>

BID OPENING REPORT

BID NAME: WILDLIFE BIOLOGIST

TIME: 2:24 PM

BID NUMBER: B-06-13

DATE: 4/5/06

ESTIMATED COST: \$15,000/yr.

NO.	CONTRACTOR'S NAME	BID AMOUNT	COMMERCIAL RANKING
1.	Keith & Schmans	See attached	
2.	Tylin/H. J. Rosen	Bid proposals	
3.	Gaby & Gaby, Inc.		
4.			
5.			
6.			
7.			
8.			
9.			
10.			

REMARKS

NOTE: THE ABOVE BID AMOUNTS HAVE NOT BEEN CHECKED, AND BID TOTALS ARE SUBJECT TO CORRECTION AFTER THE BIDS HAVE BEEN COMPLETELY REVIEWED.

THIS IS ONLY A FINANCIAL RANKING OF ALL THE BIDS RECEIVED. THE USING DEPARTMENT IS RESPONSIBLE FOR REVIEWING THE BIDS FOR COMPLIANCE WITH ALL THE BID SPECIFICATIONS PRIOR TO SUBMITTAL OF LETTER OF RECOMMENDATION.

PURCHASING OFFICIAL: [Signature]

DATE: 4/5/06

WITNESS: [Signature]

DATE: 4/5/06